

## MINUTES ADOPTED BY CITY COUNCIL

Greenville, NC  
March 18, 2004

The Greenville City Council met in a regular meeting on the above date at 1:00 PM in the City Council Chambers, third floor of the Municipal Building, with Mayor Pro-Tem Ric Miller presiding. The meeting was called to order, and the following were present.

Mayor Pro-Tem Ric Miller  
Council Member Mildred A. Council  
Council Member Ray Craft  
Council Member Pat Dunn  
Council Member Rose H. Glover  
Council Member Chip Little  
Marvin W. Davis, City Manager  
Wanda T. Elks, City Clerk  
William Little, Assistant City Attorney

Council Members Absent: Mayor Robert D. Parrott

### DISCUSSION OF FY 2004-05 BUDGET

#### Presentation of Recreation and Parks Proposed Budget

Mr. Boyd Lee, Director of Recreation and Parks, explained that there are five areas of the budget for the Recreation and Parks Department—Greenville Aquatics and Fitness Center, Bradford Creek, Parks, Recreation, and the Teen Center. There is a 19.3% reduction in the requested budget for the Greenville Aquatics and Fitness Center for next year, a 3.6% reduction in the requested budget for Bradford Creek, 9.4% increase in the requested budget for Parks, 10% increase in the requested budget for Recreation and 32% decrease in the requested budget for the Teen Center, amounting to a total of a 3.4% increase. The amount requested in Capital Outlay is \$224,000. The revenues for the five divisions will produce 32% of the projected expenditures. The department has started a travel program for senior citizens at a cost of \$147,000; however, it is projected that it will pay for itself. The Department has been requesting a marketing person for the past several years, and one is being requested in next year's budget. With the City just having been named Sportstown USA, it is the perfect time for the City to look at someone to promote the City of Greenville.

Questions asked about the Recreation and Parks departmental budget were as follows:

Both the Greenville Aquatics and Fitness Center and Bradford Creek are self-sustaining. Will they be self-sustaining in the current year's budget?

(RESPONSE: The number of full-time staff at the Aquatics and Fitness Center has been cut from six to three within the past two months. The services have to be offered in order to be able to keep it open and to have people interested in continuing to be a member. The highest

membership that the Aquatics and Fitness Center has had is about 2300 members, and they were served with six full-time employees. The membership is now around 1500, excluding City/Greenville Utilities Commission employees who are members. It was determined that the least amount of people that would be needed to serve that population would be three full-time staff persons, which saves about \$122,000. This year, the budget will be close. By next year, things should be okay. TRW was the largest corporate membership and it is closing. Dan LaRue has waived the rent to help until the operations get back on solid ground.)

Are you comfortable with the amount of information on line or would you like to add and keep improving?

(RESPONSE: Program registration is online now. It opened up Monday for summer programs.)

You scaled back. You had to do that with industrial base moving. Has the membership dropped because the service is not what it used to be?

(RESPONSE: No. It is dropping because people are moving to new centers that are closer to their homes. There are about 12,000 memberships in health clubs in Greenville. Mr. LaRue has assigned one of his sales people to help us sell memberships.)

Is there a charge for City employees to be a member of the Aquatics and Fitness Center?

(RESPONSE: There is no charge for the employee, but there is a charge for the family.)

How does the 32% for revenues compare with previous years?

(RESPONSE: They are up a little.)

How does that compare to other cities that you are familiar with?

(RESPONSE: Our increase would be higher than normal for what we are paying for. Two of our facilities are stand alone facilities. Fees generated through parks programs support more of the program than most cities because of user fees.)

### Presentation of Human Resources Proposed Budget

Ms. Gerry Case, Human Resources Director, explained that there are two new positions being requested in the departmental budget this year—a Safety Officer and an Injury Treatment/Health Nurse. The Safety Officer will conduct field inspections of work sites to help identify and implement safe work practices and investigate accidents. This position will also conduct mandated OSHA and safety training to the workforce. Currently there is a person who handles safety 1/2 of the time and injury 1/2 of the time. This is the twelfth year that an on-site nurse has been requested. Ms. Case then reviewed the major changes in the Human Resources budget.

- Transfer of telephone function to IT
- Savings in concession costs of \$21,000
- Savings in projected on costs—Last year, the City spent over \$60,000 on unemployment. A lot of that had to do with temporary flood recovery positions. The job market was tight and there were extended benefits.
- Increased costs for building maintenance of all City buildings of \$17,000

- The Employee Awards Program—The City hasn't had funds for the last two years for the annual picnic nor the holiday celebration in December. This is included in the proposed FY 2004-05 budget.
- Workers compensation and property issues—There has been a 5 to 10 percent increase in property insurance and a 16 to 20 percent increase in worker's compensation. The City has to have money to pay the deductibles. There is a 4.3% average increase in premium size.
- Health insurance premiums—Funds are included for up to a 12% increase in premiums during FY 2004-05. Renewal is January 1. The amount for ½ year is \$275,000 from the General Fund.
- There are no increases allocated for the dental program.
- The full health insurance cost for retirees jumped up significantly. There is an increasing number of retirees. From April 1, 2003 until April 1, 2004, there have been 18 people retiring from the City. Adding that insurance is a great amount. Employees who retire with 20 years are eligible, and the City pays 95% for the employee and none for the dependents. If an employee retires with less than 20 years, the person can pay the cost of the premium and stay on the policy. If the person goes into a second career, he cannot stay on the City's insurance program.

Ms. Case provided information to the Council on how many positions are funded through General Fund/Powell Bill in FY 2003-04 in comparable towns. Higher numbers indicate fewer employees per capita.

<u>City</u>	<u>Population</u>	<u>Number of Employees Per Capita</u>
Rocky Mount	58,000	90
High Point	90,522	96
Gastonia	68,255	98
Wilson	45,562	103
Winston-Salem	188,699	105
Greenville	64,477	107
Fayetteville	130,762	112
Wilmington	91,907	113
Raleigh	316,979	121
Cary	112,000	125

Ms. Case stated that a market pay increase of approximately \$1.1 million is included in the Human Resources budget. Also included is a replacement motor pool vehicle. There are 64 new positions requested with a \$2.2 million price tag. A small number of new employees are generally approved.

Questions asked about the Human Resources departmental budget and responses given were as follows:

Does Greenville Utilities Commission have a safety officer? Can this be a joint position?

(RESPONSE: The Safety Officer position probably could not be a joint one. The Greenville Utilities' Safety Officer is full time and they also have another person assisting as well as an intern. They have a different type of risks. The two organizations, have, however, discussed sharing an on-site nurse. Both organizations would definitely benefit from that.)

What does a safety officer do?

(RESPONSE: There are a lot of regulations that are required of all organizations whether public or private. We decentralize some of this. Building safety, vehicle safety, training for employees, etc. is spread around right now. Greenville Utilities has pitched in and helped some. Durham is doing a survey on safety departments and they are trying to justify an additional position. They have four full-time safety officers. Each department has one full-time safety officer as well as some 25 to 40% safety. We are doing a good job right now with what we have. Workers compensation loss premiums are going up and are directly attributed to the fact that we cannot stay on top of it.)

Have you done a survey of cities our size?

(RESPONSE: There is on-going. I hope to get those results within a few days.)

How will this impact worker's compensation?

(RESPONSE: If you can prevent some of the accidents, that takes care of it. If you have someone to work with the employee and work with the doctor's office sometimes you can get them in and out. If the person is out a week or two it is difficult to get them back. Worker's compensation is like auto insurance. The more wrecks you have, the higher the insurance cost.)

The City needs a full time safety officer. It's hard to believe we have operated as long as we have without a safety officer. Do we have an indication of where most of the accidents are?

(RESPONSE: Public Works, Police, and Fire/Rescue.)

Do you have a projected cost for the safety officer?

(RESPONSE: Approximately \$38,000 plus 30% fringe benefits.)

#### Presentation of Information Technology Department Budget

Mr. Rex Wilder, Director of the Information Technology Department, explained to the Council that the software being used by staff is getting older. Positions being requested are a Technical Support Manager, Web Systems Analyst, GIS Coordinator, Network Specialist, and Database Administrator. It is also being requested that the part-time Administrative Secretary position be increased to full-time. The telephone system responsibility has been moved to the IT Department, which increases the responsibilities. The people in the Department will have to be cross-trained, which puts an additional burden on the staff. The last time a person was added to the department was in the 1998-99 budget. A person was added last year for computer needs, but it was for the Police Department. That was efficiency for the Police Department.

Mr. Wilder stated that training dollars are needed to support the efforts of the professional staff to keep their technical skills current with changing technology. With limited staffing and multiple responsibilities, staff needs to stay abreast of changes in their respective areas.

Maintenance and repair of equipment is essential when trying to conserve dollars and extend the life of computer equipment. Most equipment is purchased with a three-year warranty, but dollars are needed to keep equipment functioning properly after the warranty period. Computer software/components such as computer monitors usually last several years beyond the normal warranty. We are requesting to replace monitors that are at least four years old. Dollars are included in the budget for web page enhancements and development, along with funds for wireless installation and development for field reporting from certain City facilities. The budget numbers are 46% higher than last year; however, the proposed budget contains needs for all departments.

Do we have a system in place that if animal control officer goes to a house that person can also tap into the system and know that the police had gone there for noise or that neighborhood services has been there for a car that was parked improperly, etc.?

(RESPONSE: That information is tracked. We are trying to build those databases to get there, but we don't have the resources. We are trying to get to the point of being wireless. We are trying to make sure we have correct addressing for everyone in the city. We have interns working on that.)

Will it be harder to track with people being more mobile?

(RESPONSE: Some of the things we would like to do as we expand it is to compare databases with Pitt County or Greenville Utilities to track who they are. We are trying to work with other agencies on that.)

How far are we from having all minutes and codes on the website so people can look at it?

(RESPONSE: By dedicating a staff member and six to eight months, we could have it out there. Someone has to dedicate that time to put it there, and we don't currently have the resources. It has to be formatted and made sure there is a place to put it on the web. We want to move to having the departments handling their own information.)

Could we not outsource the initial work to get that out there?

(RESPONSE: It takes dollars to do that. We have \$50,000 to help do that and then some in capital outlay. We would look at not only doing static information that we talked about but also would be able to do parking tickets, building permits, etc.)

What is the status of having computers for the Council Members?

(RESPONSE: Staff has looked at having laptops for Council Members. Dollars and people are needed to do that.)

The Council does not need to take technology lightly. It needs to think very carefully when looking at GIS. There is a big need for that throughout the city. How much has been spent on GIS?

(RESPONSE: There was a three-year GIS plan done in 2000 with a price tag of \$900,000. Since that time, only \$150,000 has been spent toward that. The plan is now four years old.

(NOTE: Due to a prior commitment, Mayor Pro-Tem Miller left the meeting at this point, and Council Member Dunn took over chairing the meeting.)

### Presentation of Planning/Community Development Department Budget

Mr. Merrill Flood, Interim Director of Planning and Community Development, stated that there has been an annual increase of population of two to three percent, and this year has not been an exception. In 2003, the Planning and Community Development Department processed over 283 permits (building, sign, privilege license, etc.), 164 site plans, 45 rezoning requests, 85 final plats, 21 preliminary plats, and 42 Board of Adjustment cases. The Department has been particularly active in home sales, having closed 21 homes in Countryside Estates. The Horizons document was completed in February, under the guidance of the Long-Range Planning Division. Even though it is a five-year document, the bulk of the work was done between 2002-03. In addition, the Department has written a Flood Plain Reuse Plan, and a Greenways Master Plan planned. Planning and Community Development has a number of divisions that produce revenue that contribute to the actual cost of taking care of the expenses in the Department. In the Current Planning Division, fees generated account for 43% of staff operational costs. In Community Development, there are grants such as the Community Development Block Grant and HOME, which account for 69% of actual staff costs in the Community Development Division. The Departmental budget this year represents a four percent increase over the current adjusted year budget.

Mr. Flood continued by stating that the largest increase in the proposed FY 2004-05 budget are operational with increases to continue to provide services to the public. The budget includes requests for five persons within the department—one in GIS. The current GIS Position has grown to be depended on heavily. There are 500 layers of information. There needs to be a position in the Department that can handle the day-to-day information. Additional requests include four positions in the Redevelopment Commission area to implement redevelopment

activities when funding has been set aside. Once the Redevelopment Plan is completed, staff will need to be in a position to work with it.

Mr. Flood stated that there are a number of boards and commissions staffed by the Planning and Community Development Department. The Department has not had the volunteer dinner recently, and the board members are asking about it.

Mr. Flood continued by stating that the Land Development Division went through a reorganization to get a handle on how to better provide service to the Department. Three additional personnel are being requested for that division, and those increases are reflected. There are reductions in the Long-Range Planning Division as far as operational costs and an increase in redevelopment activities to reflect anticipated actions. The costs for travel and training remain constant. The proposed FY 2004-05 budget includes three capital outlay requests, the first being for relocation out of the community building for relocation and storage issues. There may be anticipated storage and equipment needs. Thus, included in the proposed budget is a one-time Redevelopment Office upfitting cost of \$20,500. Also included are two Historic Preservation Landmark plaques. The staff is currently working on a short list of landmarks for next year, and the cost of each plaque is \$600.

Questions asked and responses given about the Planning and Community Development Department are as follows:

What is the anticipated date of relocation of the Planning and Community Development Department?

(RESPONSE: It is anticipated that the move will take place the end of April. Upfitting for data and telephone needs to be done in the new space.)

How many lots have been sold in Countryside Estates?

(RESPONSE: 27 out of 52. Ninety-four homes have been completed there. There are 107 total lots. They were purchased with Community Development Block Grant funds and bond funds.)

#### Presentation of Financial Services Departmental Budget

Ms. Bernita Demery, Director of Financial Services, informed the Council that included in her requested FY 2004-05 budget are three new positions—Fixed Assets/Grant Coordinator (Accounting Technician II), Financial Systems Analyst, and Clerk-Typist. Increases in the budget include printing budget and audit books and training for new employee training and professional development. The 8.5% increase in the budget is due largely to the collection fee that is paid to Pitt County to collect property taxes. Commissions paid to Pitt County are 1.5% of the dollar amount collected. Commissions are paid on property taxes, motor vehicle taxes, and rental vehicle gross receipts. The growth in the amount requested for commissions is reflective of the 30.48% growth in real property values due to revaluation and the normal growth expected in motor vehicle and rental vehicle gross receipts. This totals \$337,140, a 14% increase over \$294,825 budgeted for the current fiscal year. Dues and subscriptions also increased for submission of the City's budget for the Outstanding Budget Awards. Office furniture and equipment is being requested for the Purchasing Division located at Public Works on Beatty Street, totaling \$11,900.

#### Presentation of City Clerk's Departmental Budget

Ms. Wanda Elks, City Clerk, explained to the Council that The 2004-2005 City Clerk's requested budget is \$249,865, which is slightly less than the current year budget. Sixty-seven percent of the operating budget is for advertising for all departments. Almost eight percent is for recording fees, which are paid to have legal documents recorded at the Register of Deeds Office. A request was made this year to reclassify the Secretary I in the City Clerk's Office to a Secretary II.

#### Presentation of City Attorney's Departmental Budget

Mr. Bill Little, Assistant City Attorney, informed the Council that there have been no significant changes in the departmental budget. There are no personnel or reclassification requests. The three items of the budget where there is an increase are expenses for traveling to professional conferences on behalf of the City and for professional development, professional services for outside counsel that they have to occasionally employ, and professional dues and subscriptions.

### Presentation of City Manager's Departmental Budget

City Manager Davis informed the Council that the new Assistant City Manager position has been included in the budget along with the associated dues and travel. Staff plans to increase the volume of printed copies of the calendar from 3,000 to 10,000 since they are so popular. There is also a demand for citizen handbooks for people that move into town. They need to be printed again this year instead of every other year. Also included are 15 to 20 minute information videos, which cost approximately \$5,000 each. When they are produced, they need to last several years. Staff doesn't have the equipment or the time to do this in-house. Also included in the proposed budget is an increased amount from \$5,000 to \$10,000 for the International Festival. Many of the expenses associated with the operation of Cable Channel 9 have increased and those increases are reflected in the proposed budget. Staff is trying to avoid the increased capital costs associated with that until the facility moves into the new City Hall. If there are failures in the meantime, however, replacements may have to be made at that time.

Questions asked about the City Manager's budget and responses given were as follows:

Do we have any information videos now?

(RESPONSE: There is one of River Park North. Also, there are some that run from time to time as part of the mix. The quality and sound have to be good and the time can't be too long.)

How many information videos will be done?

(RESPONSE: Staff would like to do three.)

### Presentation of Mayor/City Council Budget

Ms. Wanda Elks, City Clerk, explained that the Mayor and City Council's budget includes basically the same items as it contained last year. The total proposed budget for the Mayor and City Council is \$370,665, which is slightly less than the current year. Funds have been included in the budget for a bond referendum. No capital outlay items are included. The draft budget was sent to the Council and no comments for change were received.

### FEEDBACK

City Manager Davis concluded by stating that the Council has heard the departmental requests and will hear from the outside agencies on March 22. After the Council hears from them and gets a global picture, the staff will come back with a strategic point of view of checkpoints to try to take things in an incremental fashion and move to a balanced budget. The checkpoints to look at would be baseline items such as personnel and operations. Then capital outlay will be reviewed. After that will be the compensation pay plan and benchmark analysis that is currently being undertaken. The fourth would be strategic initiatives to pursue in the coming years. A summary budget will then be prepared for distribution to the Council the third week of May.



ADJOURN

Motion was made by Council Member Council and seconded by Council Member Glover to adjourn the meeting at 3:20 p.m. Motion carried unanimously.

Respectfully submitted,

Wanda T. Elks, CMC  
City Clerk